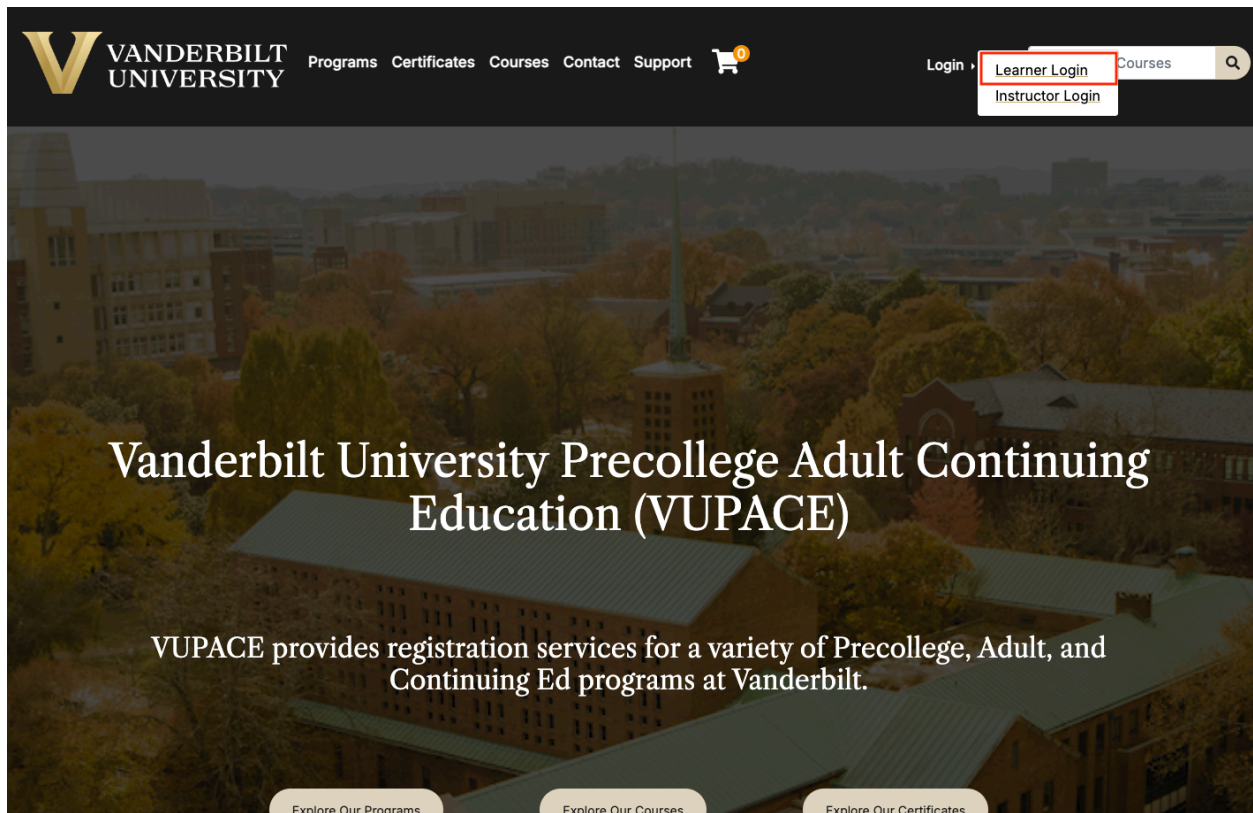


**STOP** – Do not complete this section if you have received the “Welcome to Vanderbilt University!” email. The Program Admin has already created your VUPACE account, and you need to activate it. Please see the [Activating your Account](#) section on the [Support page](#).

In order to create a new account, navigate to the **Login** dropdown and select **Learner Login**. You can also click the **Learner Login** card on the Home Page.

**NOTE:** If you are here to enroll in your first course, your account will be created during checkout. Please skip this step and following the **Enrolling in a Course** on the [Support page](#).



In the **Create a new account** section, read the instructions and fill in your email address and select one of the listed options. Then click **Create Account**. For parents that would like to create an account for multiple children, click [here](#) for instructions.

## Log in to the Learner Home Page or Create an Account

### Log in to an existing account

- If you have received the Welcome to Vanderbilt University! email, please sign in with your learner number (e.g. X000000) found in the email as your username and the password you set at account activation.
- If you have received the Set Your Password email, please sign in with your learner number (e.g. X000000) found in the email as your username and click the link in the email to set your password.
- If your reset link or account activation link has expired, please use the Forgot Password link and use your username found in the email to reset your password.

If you do not remember your username or password, please use the [Forgot Username](#) and [Forgot Password](#) links below.

- If you don't receive the reset password email after clicking the [Forgot Password](#) link, please make sure you are using the correct username for your account. If you are unsure, please use the [Forgot Username](#) link or contact VUPACE at [pace@vanderbilt.edu](mailto:pace@vanderbilt.edu).

For more assistance, please review the help guides on the [Support Page](#) or contact [pace@vanderbilt.edu](mailto:pace@vanderbilt.edu).

[Forgot User Name](#)

User Name (case sensitive)  
X023020

[Forgot Password](#)

Password (case sensitive)  
.....

Log In

### Create a new account

Please enter your preferred email to continue. If you are a youth participant (17 and under), please have your parent or guardian create an account using their email address. A link to set a password will be emailed from [pace@vupace.vanderbilt.edu](mailto:pace@vupace.vanderbilt.edu). Add this email to your "safe sender" list to optimize communications.

For parents that would like to have multiple children apply/enroll into our programs, click [here](#) for instructions.

If you have received the Welcome to Vanderbilt University! email, registered for a course externally, or believe that you already have an account, please log in the Log in to an existing account section on the left, instead of creating a new account below.

Email

Retype Email Address

Select one of the following options:

- ☒ Participant is over 18 years of age  
☐ Participant is under 18 years of age

Create Account

Move through the form, one section at a time, and fill in the required [\*] information. **Do not press tab to move between fields.**

- For parents/guardians completing profiles for youth participants: There are two sections below, one for your child's username/password and personal information, and one for parent/guardian information. Please note the section headings as you complete the forms.

After completing all required fields, click **Submit** at the top or bottom of the page. If you encounter an error message that prevents you from completing the form that you are not able to resolve, please email [pace@vupace.vanderbilt.edu](mailto:pace@vupace.vanderbilt.edu).

## Contact Information

### User Name and Password

Please complete the following information to proceed with your request.

### Learner's Personal Information

Note to parents/guardians completing profiles for youth participants, if applicable: There are two sections below, one for the learner (child) user name/password and personal information, and one for parent/guardian information. Please note the section headings as you complete the form.

Note to mobile users: Please expand each section and complete all required (\*) information to continue.

Submit

### User Name and Password

User Name\*  
testing1234



User Name is available.

We will send a link to set your password to your preferred email address.

### Learner's Personal Information

First Name\*

Middle Name

Last Name\*

Suffix



Email Address\*



[Privacy Policy](#)

Submit

Required fields are indicated by \*.

After clicking **Submit**, you will receive the following email from **pace@vupace.vanderbilt.edu** with the subject of “**Complete Your VUPACE Registration**”, which contains your username and a link to set your password.

**NOTE:** The password link expires after 15 minutes. If this occurs, follow the instructions in the **Resetting your password** guide on the [Support page](#).



## Complete Your VUPACE Registration

You have created a new VUPACE account with user name testing123. [Click here](#) to set a password.

**For security purposes, the password link in this email expires after 15 minutes.** For a new password link, please click **Forgot Password** on the [login page](#) and enter in your username.

Please complete your account setup in order to fully activate your account. If you received this email in error, contact Vanderbilt University at [pace@vanderbilt.edu](mailto:pace@vanderbilt.edu).

If you have questions, visit the [Support](#) page or contact your [Program Contact](#).

**Please keep this email for your records.**

Click the link to set your password for your account.

If you do not receive the email, please check your spam folder. If it is not in your spam folder, please verify that you provided the correct email with the [Program Contact](#) or [pace@vupace.vanderbilt.edu](mailto:pace@vupace.vanderbilt.edu), by sending your first name, last name, and username.

After setting your password, log in to your learner account by clicking **Learner Login** at the top right corner of the page. You can also click the **Learner Login** card on the Home Page to log in.

## Log in to the Learner Home Page or Create an Account

### Log in to an existing account

- If you have received the Welcome to Vanderbilt University! email, please sign in with your learner number (e.g. X000000) found in the email as your username and the password you set at account activation.
- If you have received the Set Your Password email, please sign in with your learner number (e.g. X000000) found in the email as your username and click the link in the email to set your password.
- If your reset link or account activation link has expired, please use the Forgot Password link and use your username found in the email to reset your password.

If you do not remember your username or password, please use the [Forgot Username](#) and [Forgot Password](#) links below.

- If you don't receive the reset password email after clicking the [Forgot Password](#) link, please make sure you are using the correct username for your account. If you are unsure, please use the [Forgot Username](#) link or contact VUPACE at [pace@vanderbilt.edu](mailto:pace@vanderbilt.edu).

For more assistance, please review the help guides on the [Support Page](#) or contact [pace@vanderbilt.edu](mailto:pace@vanderbilt.edu).

Forgot User Name

User Name (case sensitive)  
testing123

Forgot Password

Password (case sensitive)  
.....

Log In

### Create a new account

Please enter your preferred email to continue. If you are a youth participant (17 and under), please have your parent or guardian create an account using their email address. A link to set a password will be emailed from [pace@vupace.vanderbilt.edu](mailto:pace@vupace.vanderbilt.edu). Add this email to your "safe sender" list to optimize communications.

For parents that would like to have multiple children apply/enroll into our programs, click [here](#) for instructions.

If you have received the Welcome to Vanderbilt University! email, registered for a course externally, or believe that you already have an account, please log in the Log in to an existing account section on the left, instead of creating a new account below.

Email

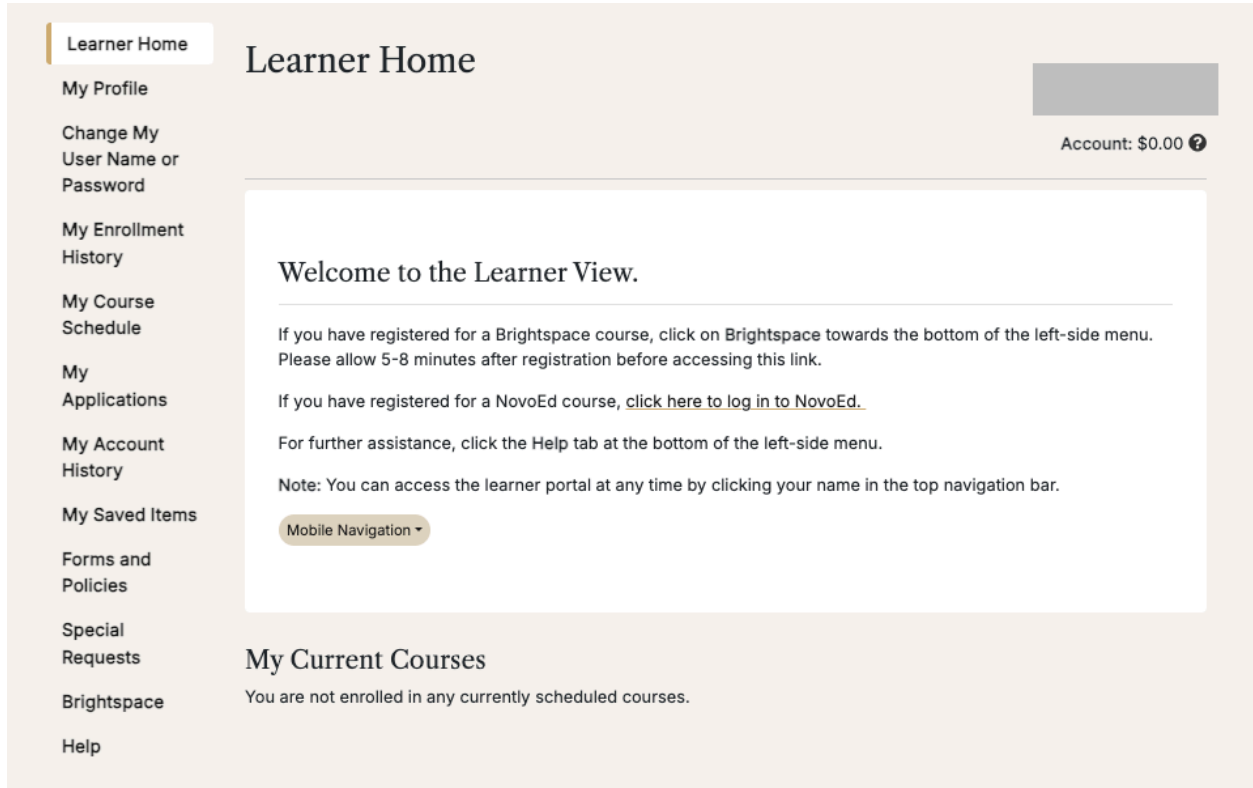
Retype Email Address

Select one of the following options:

- ☒ Participant is over 18 years of age
- ☐ Participant is under 18 years of age

Create Account

You are now logged in to the Learner Home page.



The screenshot shows the 'Learner Home' interface. On the left is a vertical navigation menu with the following items: 'Learner Home' (highlighted), 'My Profile', 'Change My User Name or Password', 'My Enrollment History', 'My Course Schedule', 'My Applications', 'My Account History', 'My Saved Items', 'Forms and Policies', 'Special Requests', 'Brightspace', and 'Help'. The main content area is titled 'Learner Home' and features a grey box in the top right corner displaying 'Account: \$0.00' with a help icon. Below this is a 'Welcome to the Learner View.' section with instructions for Brightspace and NovoEd users, a note about accessing the portal, and a 'Mobile Navigation' button. At the bottom, the 'My Current Courses' section states, 'You are not enrolled in any currently scheduled courses.'

**Learner Home**

Account: \$0.00 ?

### Welcome to the Learner View.

If you have registered for a Brightspace course, click on **Brightspace** towards the bottom of the left-side menu. Please allow 5-8 minutes after registration before accessing this link.

If you have registered for a NovoEd course, [click here to log in to NovoEd](#).

For further assistance, click the **Help** tab at the bottom of the left-side menu.

Note: You can access the learner portal at any time by clicking your name in the top navigation bar.

Mobile Navigation ▾

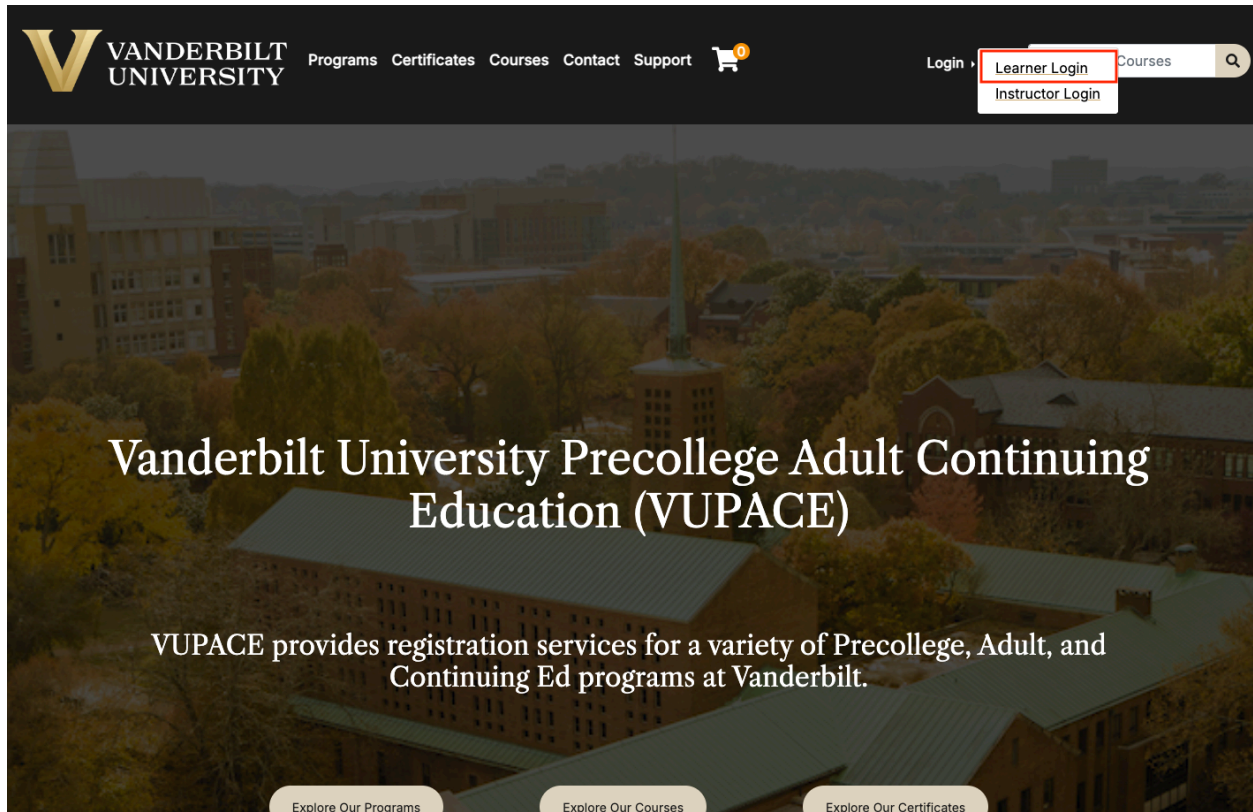
### My Current Courses

You are not enrolled in any currently scheduled courses.

For more information about the Learner Home Page, please see the **Learner View: An In-Depth** Look section on the Support Page.

For help enrolling in a course after logging in, please see the **Enrolling in a Course** on the [Support page](#).





Enter your username and password.